



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, February 1, 2016
7:00 p.m. – Council Chambers**

1. PRAYER – Carol Hall
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL.
4. FIRE EVACUATION ANNOUNCEMENT.
5. MINUTES OF PRECEDING MEETINGS.
 - Special Meeting – January 11, 2016
 - Special Meeting – January 19, 2016
 - Regular Meeting – January 19, 2016
 - Special Meeting – January 21, 2016
6. SPECIAL GUESTS.
 - Former Councilor, Cynthia Mangini
 - Youth Council, WACC
 - Enfield High School Renovation Building Committee
7. PUBLIC COMMUNICATIONS AND PETITIONS.
8. COUNCILOR COMMUNICATIONS AND PETITIONS.
9. TOWN MANAGER REPORT AND COMMUNICATIONS.
 - Thompsonville Transit Center
 - CIP Sidewalk and Crack Seal Programs
 - Enfield Schools Traffic Circulation Investigation
 - LOTCIP Grant- Freshwater Boulevard Pavement Rehab
10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.
11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.
 - Enfield High School Renovation Building Committee
12. OLD BUSINESS.
 - A. Appointment(s) - Town Council Appointed.

1. **Ethics Commission (Alternate)** – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31/2017.(Tabled 12/06/2010)
2. **Ethics Commission (Alternate)** – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2017.(Tabled 12/06/2010)
3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2018. (Tabled 04/16/2012)
4. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2019. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/16. (Tabled 04/15/2013)
6. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
7. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Daniel Glogowski (D), Expires 03/17/15. Reappointment or Replacement Would be Until 03/17/2019. (Tabled 04/06/15)
8. **North Central District Health Department Board of Directors, Enfield Representative** – A Vacancy Exists due to the Resignation of Trish Vayda (D), Expired 06/30/2014. Replacement Would be Until 06/30/2016. (Tabled 05/18/2015)
9. **Patriot Award Committee-** The Term of Office of Peter Falk (R), Expires 07/31/2015. Reappointment or Replacement Would be Until 07/31/2017. (Tabled 08/3/2015)
10. **Enfield High School Building Committee** - A Vacancy Exists Due to the Appointment of Laura Vella (U) to a Regular Member. Replacement is Indefinite. (Tabled 10/05/2015)
11. **Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Appointment of Robert Chagnon (R) to a Regular Member. Replacement Would be Until 06/30/2017. (Tabled 10/05/2015)
12. **Commission on Aging (Alternate)** – A Vacancy Exists due to the Reappointment of Pauline LaCroix (D) to a Regular Member. Replacement Would be Until 12/31/2017. (Tabled 10/05/2015)
13. **Clean Energy Committee** – A vacancy Exists Due to the Resignation of Douglas Lombardi (R), Replacement Would be Until 03/17/2016. (Tabled 12/07/2015)
14. **Enfield Beautification Committee-** The Term of Office of Diane Tapp (R) Expires 12/01/2015. Reappointment or Replacement Would be Until 12/01/2018. (Tabled 12/07/2015)

- 15. Enfield High School Renovation Building Committee** – A Vacancy Exists Due to the Resignation of Walter Kruzel (R), Replacement Would be Indefinite. (Tabled 12/07/2015)
- 16. Enfield High School Renovation Building Committee** – A Vacancy Exists Due to the Resignation of George Rypysc (D), Replacement Would be Indefinite. (Tabled 12/07/2015)
- 17. Ethics Commission** – A Vacancy Exists Due to the Resignation of David Lapierre, Secretary, (U). Replacement Would be Until 10/31/2017. (Tabled 12/07/2015)
- 18. Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (R). Replacement Would be Until 03/17/2018. (Tabled 12/21/2015)
- 19. Loan Review Committee** – The Term of Office of Jason Jones (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/21/2015)
- 20. Zoning Board of Appeals (Alternate)** – The Term of Office of James Brislin (R), Expires 12/31/2015 and is no Longer a Resident. Replacement Would be Until 12/31/2018. (Tabled 12/21/2015)
- 21. Zoning Board of Appeals (Alternate)** – The Term of Office of Robert Gillespie (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2018. (Tabled 12/21/2015)
- 22. Connecticut River Assembly (Alternate)** - The Term of Office of Leonard Delorge Expires 01/12/2016. Replacement Would be Until 01/12/2018.(Tabled 01/19/2016)
- 23. Zoning Board of Appeals** - A Vacancy Exists due to the Appointment of Lynn Scull (D) to a Regular Member. Replacement Would be Until 12/31/2017. (Tabled 01/19/2016)

B. Appointment(s) - Town Manager Appointed/Council Approved.

- 1. Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
- 2. Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
- 3. Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
- 4. Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)

5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
6. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
7. **Building Code Appeals Board**- The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

- C. **Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)
- D. **Discussion:** Higgins Park on the Green (Tabled 11/10/14)
- E. **Discussion/Resolution:** Resolution Adopting Amendments to Town Code, Chapter 58, Peddlers and Solicitors.(Tabled 09/21/2015)
- F. **Discussion:** Circle Drive (Tabled 10/05/2015)
- G. **Discussion:** Scantic River Park(Tabled 10/05/2015)
- H. **Discussion:** Energy Performance Special Referendum. (Tabled 12/21/2015)
- I. **Discussion:** Commemorative Partner Program. (Tabled 12/21/2015)

13. NEW BUSINESS.

- A. **Consent Agenda – Action.**
- B. **Appointment(s)–Town Council Appointed.**
 1. **Ethics Commission** – A Vacancy Exists Due to the Resignation of Mary Scutt (D). Replacement Would be Until 10/31/2017.
 2. **Planning and Zoning Commission (Alternate)** – A Vacancy Exists due to the Appointment of an Alternate to a Regular Member. Replacement Would be Until 12/31/2017.
- C. **Appointment(s) – Town Manager Appointed/Council Approved.**
- D. **Appointment(s) - P & Z Commission Appointed- Council Approved**

14. ITEMS FOR DISCUSSION.

- A. ****Consent Agenda – Review.**
 1. **Discussion/Resolution:** Request for Transfer of Funds for Town Attorney \$3,500
 2. **Discussion/Resolution:** Request for Transfer of Funds for Youth Services Suicide Prevention \$3,600.

B. Appointment(s) – Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved

D. Appointment(s) – P & Z Commission Appointed- Council Approved

E. **Discussion/Resolution: Request for Transfer of Funds for Town Managers Office
\$14,650.

F. **Discussion/Resolution: Request for Transfer of Funds for Youth Services
\$13,000.

G. **Discussion/Resolution: Resolution to Amend Chapter 2, Administration; Article
III, Division 4, Ethics Commission.

H. **Discussion Resolution: Resolution Approving the Adoption of the Regulatory
Compliance Officer Job Description. .

I. Discussion/Resolution: Resolution Approving the Adoption of the Desktop
Engineer Job Position.

15. MISCELLANEOUS

16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

*	REMOVE FROM AGENDA
**	MOVE TO MISCELLANEOUS
***	WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, JANUARY 11, 2016**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, January 11, 2016. The meeting was called to order at 5:30 p.m.

ROLL-CALL –Present were Councilors Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Councilor Bosco was absent. Also present were Acting Town Manager, Lee Erdmann; Assistant Town Manager, Courtney Hendrickson; Town Clerk, Suzanne Olechnicki; Assistant Town Attorney, Maria Elsdon; Chief of Police, Carl Sferrazza; Director of Social Services, Pam Brown; Director of Public Works, Jonathan Bilmes; EMS Director, Gary Wiemokly; Acting Library Director, Mary Palomba; Acting Director of Finance, John Wilcox; Chief Technology Officer, Paul Russell; Recreation Supervisor, Mary Keller; Acting Assistant Town Manager-Development Services, Peter Bryanton; Director of Human Resources, Steve Bielenda

Before the goals discussion began, Michelle Carroll, who is an intern in the Town Manager's office, shared the statistics that came out of a Citizen Satisfaction Survey. She noted the Council could use these results as a tool to help with establishing budget priorities and goals and making policy decisions.

Councilor Arnone stated his belief this is an unscientific survey. He noted only 1,000 people completed the survey, and he has a problem with the Town setting policy to a survey that is random and in small numbers. He stated he's not sure what the Council is supposed to get out of this survey.

Ms. Carroll stated this survey is fairly scientific, and it takes a very small population of random individuals for such a survey.

Councilor Arnone indicated he's not comfortable with setting policy on a thousand-people survey. He also indicated he'd rather have a professional survey.

Mr. Erdmann stated depending on how the Council receives this survey and decides to use it over the next two years, the Town may very well come back after two years and recommend another citizen survey, but at that time, they could use a professional firm to produce even a better survey going forward. He pointed out there are many communities that do these types of surveys.

Ms. Carroll stated when Mr. Kennedy designed the survey, he used a survey almost verbatim as to those used by professional organizations and it followed standard protocols. She acknowledged she's not a professional statistician, but she followed the protocols necessary to get a scientific read.

Councilor Arnone acknowledged Ms. Carroll did a great job, but he feels the Council needs to move with caution with any grass roots undertaking.

Councilor Sarno questioned what the Council can do with this data, and Ms. Carroll noted she would look at the data to see if there are areas where residents might be very dissatisfied, and the Council could then take a closer look at such areas.

GOALS DISCUSSION FOR 2015-2017

Following are the results of a discussion and tally taken in the following areas:

IN YOUR EXPERIENCE, LIST UP TO FIVE FUNCTIONS OR AREAS IN WHICH THE TOWN IS SUCCEEDING.

1. Roads/Sewers
2. Public Safety/Police
3. Fleet replacement
4. EMS
5. Enfield High School renovation

IN YOUR EXPERIENCE, LIST UP TO FIVE FUNCTIONS OR AREAS OF SERVICE IN WHICH THE TOWN IS CHALLENGED.

1. Thompsonville Revitalization
2. Economic Development
3. Planning & Zoning restrictions
4. Infrastructure & Land Use Boards
5. Parks & Recreation –need more improvements to existing parks

IF THERE WERE NO LIMITATIONS TO FUNDING, LIST UP TO FIVE THINGS YOU WOULD LIKE TO SEE THE TOWN ACCOMPLISH WITHIN THE NEXT TWO YEARS.

1. Digitizing Town records
2. Hiring additional staff
3. Addressing the heroin epidemic
4. School, roofs, boilers, facility improvements
5. Playscape parks, Public Safety Complex, and new EMS station

IF THERE WERE NO LIMITATIONS TO FUNDING, LIST UP TO FIVE THINGS YOU WOULD LIKE TO SEE THE TOWN ACCOMPLISH IN THE LONG TERM.

1. Redevelop Thompsonville
2. Create a Community Center
3. Walkable community-sidewalks, crosswalks, bike lanes

4. Large athletic complex
5. Improve access to water courses, conservation & open space and address Scantic Park

IN ORDER TO BETTER FRAME OUR GOALS OVER THE NEXT TWO YEARS, FROM THE LIST BELOW, PLEASE PICK YOUR TOP FIVE HIGH-LEVEL COUNCIL/TOWN OBJECTIVES.

- A) ECONOMIC DEVELOPMENT (18)**
- B) EDUCATION (12)**
- C) ENVIRONMENT, ENERGY & SUSTAINABILITY (10)**
- D) INFRASTRUCTURE & FACILITIES (18)**
- E) PLANNING, ZONING & COMMUNITY DEVELOPMENT (11)**
- F) PUBLIC SAFETY (10)**
- G) QUALITY OF LIFE (8)**
- H) TECHNOLOGY (5)**

DO YOU BELIEVE THE TOWN IS ON THE RIGHT PATH/HEADED TOWARD SUCCESS?

YES (13)

NO (5)

DO YOU BELIEVE THE TOWN COUNCIL HAS BEEN SUCCESSFUL IN ACCOMPLISHING ITS PREVIOUS STATED GOALS?

YES (14)

NO (6)

Mr. Erdmann stated the choices will be verified, summarized and put in a format useable by the Council for the next goals session scheduled for January 25th. He stated he will also provide additional information, which is a publication put out yearly by the State Office of Policy and Management, and it's referred to as the "Fiscal Indicators Report". He noted this consists of a five-year accumulation of fiscal information for all the cities and towns in the state. He stated there are also summary charts for state-wide information, as well as summary information related to groupings of communities by population range. He noted they put together some of the most important indicators from this report, and they compared Enfield with eight or nine other towns in their population group. He stated they have a single large chart with this comparative information, and this was shared with leadership several meetings ago and it was agreed this might be helpful information as the Council thinks about its goals for the next two years.

Mr. Erdmann stated he and the Finance Director will attempt to provide a multi-year projection, i.e., expected grand list growth, state aid and other variables. He noted it's hopeful this forecast for the next several years will be helpful to the Council as they discuss their future goals.

Mr. Erdmann stated the Town of Enfield changed its health insurance consultants from USI to Milliman, and they completed a preliminary analysis of what they think is needed next year for health insurance as concerns the increase in contributions from employees and the employer to the health insurance fund. He noted the Town of Enfield is self-insured, therefore, the Town pays all the claims. He stated preliminarily the Town is being told it needs to increase by 24.37%. He noted the Town and Board of Education is meeting with Milliman on January 20th to get the detail behind this projection. He stated this information was received last week. He stated the Board of Education included this figure into their proposed budget, which will be shared at the Board of Education meeting tomorrow night. He pointed out this is about a \$4 million dollar increase between the Town and Board of Education combined. He stated they're spending approximately \$17 million dollars in the current fiscal year, and next year the projection is \$21.1 million dollars.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Town Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
TUESDAY, JANUARY 19, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 19, 2016. The meeting was called to order at 7:00 p.m.

PRAYER – The Prayer was given by Councilor Edgar.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Also present were Acting Town Manager, Lee Erdmann; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Social Services, Pamela Brown

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3461 by Councilor Hall, seconded by Councilor Edgar to accept the minutes of the January 4, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3461** adopted 9-0-2, with Councilors Bosco and Sarno abstaining.

SPECIAL GUESTS

The Sonics, St. Bernards School

Students from St. Bernard's School gave a presentation regarding the disposal of propane canisters. It was recommended the Town of Enfield invest in a machine that would make it possible to dispose of propane canisters in a safe manner. Paul Kelly, Recycling Crew Leader for the Town of Enfield, commended the students for bringing this idea forward and noted a grant application has been submitted to move this idea forward. He noted they're waiting for preliminary approval on this grant.

Councilor Arnone stated this is a great idea. He questioned whether this is a 100% grant, and Mr. Kelly stated it's an 80/20 grant. He pointed out Ellington and Somers are also on board with this endeavor.

Councilor Deni commended the students for this idea.

Councilor Hall stated the students did an amazing job, and this is a fantastic idea.

Councilor Bosco encouraged students to keep thinking creatively.

Chairman Kaupin stated the Town will keep the students informed about the progress with the grant. He congratulated and thanked the students for this idea and their presentation.

PUBLIC COMMUNICATIONS & PETITIONS

Maureen Mullen, 1625 King Street

Thanked five Town representatives who came to her home on Friday to look at the CREC berm site near her home. She noted the berm is 270 feet long, 22 feet high on the street end and 34 feet high at the school end, and it contains contaminated soil. She submitted photographs, which depicted erosion from the berm. She stated according to agriculture guidelines, they're not supposed to erect a berm such as this where there's any possibility of erosion. She pointed out they still haven't seen the map that was suppose to show the depth of the cap. She noted she updated the information she passed onto CREC last spring of what she wanted, and she provided copies of this information to the Council. She concluded stating she doesn't want any contamination left.

Robert Tkacz, Frew Terrace

Stated last December a demographer delivered a projection on the school enrollment to the Assistant Superintendent. He noted if there is such a document, it hasn't been made public. He stated the other projection was done when they built the high school, and no one seems to have a copy of it. He stated his belief that what the Superintendent is saying about the amount of people in CREC from Enfield is a wild exaggeration. He noted the new document says how many are in CREC, and the Superintendent is making his budget based on getting 800 or 900 students back. He stated they don't exist. He noted the last projection done in 2008 stated there would be 500 more students in the Enfield School System than there are today, and they're not there. He stated it's the same with the projections regarding parochial schools. He noted Enfield's population is not 47,500, which is the figure on the website. He noted that's an exaggeration. He stated it's probably more like 42,000. He noted the importance of having real numbers for the budget. He stated he wants to see the enrollment projections. He suggested the Town Manager reject the School Budget and ask for a real budget. He stated he heard a wild exaggeration on the surplus this year, and if it's true, then the Town gave the school system too much money last year.

COUNCILOR COMMUNICATIONS

Councilor Szewczak stated she will get a copy of the projections for Mr. Tkacz. She stated her belief leadership did ask for that, but she's unsure of whether it's been received as yet.

Councilor Bosco stated a catch basin is plugged on Raffia Road, across from the northerly side of the library. He noted when it rained over the weekend, water was flooding out into the road. He noted another problem has to do with all the corners on Raffia Road. He explained snowplows are pushing the slush onto the sidewalk, which makes walkways impassable. He requested this be addressed.

MOTION #3462 by Councilor Lee, seconded by Councilor Hall to suspend the rules to address under Miscellaneous Items 14 A1, A2, E, F, G and H.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3462** adopted 11-0-0.

Councilor Lee stated the Fermi Robotics Buzz Team #175 is hosting their annual pasta supper to support team activities. He noted this is scheduled for March 3rd, and flyers will be going out. He noted this fundraiser is usually held at St. Bernard's Hall on Hazard Avenue. He stated tickets are \$10 and can be purchased at the door or from any team member.

Chairman Kaupin stated the first real snowstorm of the season is being projected for this weekend. He stated he would like communications fine-tuned for this event.

He noted the First Readers' annual trivia night is scheduled for Saturday, February 27th, at Mt. Carmel from 7:00 to 10:00 p.m.

Chairman Kaupin stated the Fourth of July Town Celebration Committee is having their annual winter dinner dance on Saturday, March 5th at the Polish National Home. He noted the cost is \$25 per person.

Councilor Deni stated he visited the owner and manager of All-Phase, which is located in the UL building in Enfield. He noted the owner is a little upset with the Planning Department and how things worked out with him. He stated this business employs 50 employees. He noted they have a second business, which is solar panels.

Councilor Lee stated the Fermi Safe Graduation Committee is collecting inkjet and laser cartridges to raise funds for this year's celebration. He noted empty cartridges can be given to any Fermi student or staff member, or they can be dropped off directly at Fermi High School where there's a collection box in the main office. He stated this collection will continue through the spring.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Erdmann stated the Council has the annual comprehensive financial report completed by the auditors for the fiscal year ending June 30, 2015. He noted they are in the process of scheduling the auditors to come in and meet with the Council.

He noted the Council has material relating to what was accomplished at the first goal setting session. He stated the second goal setting session is scheduled for next Monday.

Mr. Erdmann stated the Council has the summary of the municipal fiscal indicators report. He noted the latest five year municipal fiscal indicators report is on OPM's website, and that will be updated showing FY14 information, and that should be available for Monday. He stated they have a rough draft of a three-year financial forecast for the Town, which he reviewed with the Acting Finance Director. He noted they wanted to hold off giving that to the Council until they have the health insurance meeting tomorrow. He stated they also want to review the information with Board of Education staff since there is a big line item for education expenses. He noted it's hoped this will be given to the Council this week or at the goal setting session on Monday.

Chairman Kaupin questioned if the latest fiscal updates from OPM include the projected \$500 million dollar deficit. Mr. Erdmann responded no, he is referring to the five-year municipal fiscal indicators report, and they just added a year of data to it.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated he is progressing on the review of all pending litigation against the Town or that the Town has brought. He noted he reported on some items at tonight's special meeting, and he believes he can bring the Council up to date on all the outstanding items during February.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Szewczak stated there will be a meeting Thursday, and she will have an update afterwards. Councilor Edgar questioned whether the phone problem has been resolved, and Councilor Szewczak stated her understanding it's 90% resolved, but she will provide an update.

Councilor Hall stated they had the General Governance meeting, and they made a request of the Town Attorney to come back and report back to the entire Town Council regarding all the pending litigation. She noted she will be attending the insurance meeting tomorrow as the liaison because of the high increase of 25%. She stated the consultant will be in attendance, and she will update the Council afterwards.

Councilor Sarno stated she'd like to know which Committees she is assigned to and the meeting dates for those committees. Chairman Kaupin indicated that information can be provided.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3463 by Councilor Edgar, seconded by Councilor Deni to remove Item #7 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3463** adopted 11-0-0.

NOMINATION #3464 by Councilor Arnone to appoint Jaime Cisneros (D) to the Clean Energy Committee for a term which expires 3/17/19.

MOTION #3465 by Councilor Szewczak, seconded by Councilor Edgar to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3465** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Jaime Cisneros appointed to the Clean Energy Committee by an 11-0-0 vote.

MOTION #3466 by Councilor Edgar, seconded by Councilor Arnone to remove Item #10 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3466** adopted 11-0-0.

NOMINATION #3467 by Councilor Edgar to appoint Carrie-Anne Wagner-Howe (D) to the Inland Wetland and Watercourse Agency for a term which expires 6/30/19.

MOTION #3468 by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3468** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Carrie-Anne Wagner-Howe appointed to the Inland Wetland and Watercourse Agency by an 11-0-0 vote.

All other Town Council appointments remained tabled.

APPOINTMENTS (TOWN MANAGER)

All Town Manager appointments remained tabled.

All other Old Business items remained tabled.

NEW BUSINESS

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #3469 by Councilor Lee to appoint Marion Maruca (R) to the Library Board of Trustees for a term which expires 12/31/2018.

MOTION #3470 by Councilor Lee, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3470** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marion Maruca appointed to the Library Board of Trustees by an 11-0-0 vote.

NOMINATION #3471 by Councilor Edgar to reappoint Sandra Nuccio (R) to the Library Board of Trustees for a term which expires 12/31/2018.

MOTION #3472 by Councilor Lee, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3472** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Sandra Nuccio reappointed to the Library Board of Trustees by an 11-0-0 vote.

MOTION #3473 by Councilor Lee, seconded by Councilor Szewczak to appoint Peter Falk (R) as an Alternate on the Capital Region Council of Governments Planning Commission for a term which expires 12/31/2016.

Upon a **ROLL-CALL** vote being taken, the Chair declared Peter Falk (R) appointed as an Alternate to the Capital Region Council of Governments Planning Commission by an 11-0-0 vote.

MOTION #3474 by Councilor Edgar, seconded by Councilor Stokes to reappoint Alan Drinan (D) to the Capital Region Council of Governments Planning Commission for a term which expires 12/31/2016.

Upon a **ROLL-CALL** vote being taken, the Chair declared Alan Drinan reappointed to the Capital Region Council of Governments Planning Commission by a 10-0-1 vote, with Councilor Sarno abstaining.

ITEMS FOR DISCUSSION

Chairman Kaupin stated all items have been moved to Miscellaneous, except for the Ethics Commission and Planning and Zoning Commission appointments.

MISCELLANEOUS

MOTION #3475 by Councilor Lee, seconded by Councilor Hall to accept the Consent Agenda. Authorize Town Manager Agreement with Village for Children & Families
Transfer \$3,000 Social Services Administration

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3475** adopted 9-1-0, with Councilor Bosco voting against.

RESOLUTION #3476 by Councilor Arnone, seconded by Councilor Deni.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Family Resource Center		
	Hartford Foundation Grant-FRC		
	Lego Grant		
	Salaries	22046091 511000	\$14,051
	FICA	22046091 522000	\$ 862
	Medicare	22046091 522100	\$ 202
	Other Professional Services	22046091 533900	\$ 5,000
	Printing & Reproduction	22046091 555000	\$ 1,000
	Instructional Supplies	22046091 561100	\$ 6,825
	Food/Food Related	22046091 563000	\$ 2,000
	Furniture & Fixtures	22046091 573300	\$ 8,060
	Technology Equipment	22046091 573400	\$ 2,000
	Lego Grant – FRC		
	Parent Activities	22046098 532500	\$ 2,000
	Instructional Supplies	22046098 561100	\$20,000
	Other Professional Services	22046098 533900	\$23,000
FROM:	Family Resource Center Revenue		
	Hartford Foundation FRC Grant	22044470 460091	\$40,000
	Lego Grant	22044470 460098	\$45,000

CERTIFICATION: I hereby certify that the above stated funds are available as of January 7, 2016.

/s/ John Wilcox, Acting Director of Finance

Councilor Lee acknowledged the generosity of these organizations for supporting the FRC Program for another year.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3476** adopted 11-0-0.

RESOLUTION #3477 by Councilor Hall, seconded by Councilor Lee.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO: Development Services

Planning – Other Professional Services 10606100-533900 \$34,555

FROM: Development Services

Code Enforcement – PT Salaries 10606900-512000 \$20,000

Administration – FT Salaries 10600100-511000 \$ 9,555

Administration – Other Supplies 10600100-561900 \$ 5,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 1, 2016.

/s/ John Wilcox, Acting Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3477** adopted 11-0-0.

RESOLUTION #3478 by Councilor Arnone, seconded by Councilor Lee.

WHEREAS, Chapter 22, Article II of the Town Code established the Cultural Arts Commission; and

WHEREAS, on October 20, 2014 the Town Council amended the ordinance to update and redefine the Cultural Arts Commission’s purpose and responsibilities, but overlooked the name change to the “Enfield Culture & Arts Commission” (Commission), which more appropriately reflects the Commission’s expanded mission within the community; and

WHEREAS, the Commission seeks to implement the name change ahead of a marketing and branding campaign with additional amendments to Chapter 22, Article II; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, February 16, 2016 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the proposed amendment in the name of the Cultural Arts Commission.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3478** adopted 11-0-0.

RESOLUTION #3479 by Councilor Lee, seconded by Councilor Arnone.

RESOLVED, that Lee C. Erdmann, Acting Town Manager, is authorized to enter into and amend contractual instruments with the Office of Policy and Management Intertown Capital Equipment Purchasing Incentive Program in the name and on behalf of the Town of Enfield for equipment purchases.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3479** adopted 11-0-0.

PUBLIC COMMUNICATIONS

Robert Tkacz, Frew Terrace

Stated demographers project on the optimistic side, therefore, enrollment will be far lower than what the projections should show. He went on to note a school board member did a study of the capacity of the seven elementary schools. He noted this was based on square feet by state statute. He stated this study showed 700 empty seats at the elementary level. He noted in the past Superintendents made storage rooms and offices out of classrooms, however, those are still classrooms, but he believes they dummied it up to say they're tight on space.

As concerns school enrollments across the state, 150 towns out of 169 towns are losing school enrollment. He noted population has declined and projections are going down. He stated it's not because of the economic climate, but rather men and women are having fewer children today, and they're very mobile, they don't want to buy a home, and they want to move where the jobs are.

COUNCILOR COMMUNICATIONS

There were no comments.

ADJOURNMENT

MOTION #3480 by Councilor Hall, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3480** adopted 11-0-0, and the meeting stood adjourned at 7:55 p.m.

Respectfully submitted

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of January 19, 2016 Regular
Town Council Meeting
See Page 7

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER INTO
AGREEMENT WITH VILLAGE FOR FAMILIES AND CHILDREN

RESOLVED, that the Acting Town Manager, Lee C. Erdmann is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Village for Families and Children, Inc. for the Volunteer Income Tax Assistance Program.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO:	4100 Social Services Administration		
	Other Professional Services	22046891-533900	\$2,500
	Copying & Reproduction	22046891-555100	\$ 300
	Office Supplies	22046891-555000	\$ 200

FROM:	4100 Social Services Administration Revenue		
	VITA Village for Families & Children	22044001-460891	\$3,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 7, 2016.

/s/ John Wilcox, Acting Director of Finance

APPROVED BY: _____ Town Manager Date: _____

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, JANUARY 19, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 19, 2016 at 5:30 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Also present were Acting Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki.

MOTION #3459 by Councilor Hall, seconded by Councilor Arnone to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3459** adopted 11-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:32 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Also present were Acting Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki.

Chairman Kaupin recessed the Executive Session at 6:57 p.m., reconvened the Special Meeting at 6:58 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3460 by Councilor Hall, seconded by Councilor Bosco to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3460** adopted 11-0-0 and the meeting stood adjourned at 6:59 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
THURSDAY, JANUARY 21, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Thursday, January 21, 2016 at 5:35 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Sarno arrived at 6:00 p.m. Councilor Cekala left at 7:00 p.m., Councilor Lee at 7:25 p.m., Councilor Sarno at 7:50 p.m. and Councilor Edgar at 7:55 p.m. Also present were Acting Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Town Clerk Suzanne Olechnicki. Also Attorney Jay Huntington, Attorney Jeffrey Mirman and Attorney Thomas Tyler

MOTION #3481 by Councilor Hall, seconded by Councilor Bosco to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3481** adopted 10-0-0 and the meeting stood recessed at 5:36 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:37 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Sarno arrived at 6:00 p.m. Councilor Cekala left at 7:00 p.m., Councilor Lee at 7:25 p.m., Councilor Sarno at 7:50 p.m. and Councilor Edgar at 7:55 p.m. Also present were Acting Town Manager Lee Erdmann, Town Attorney Christopher Bromson, Town Clerk Suzanne Olechnicki. Also Attorney Jay Huntington, Attorney Jeffrey Mirman and Attorney Thomas Tyler

Chairman Kaupin recessed the Executive Session at 8:04 p.m., reconvened the Special Meeting at 8:05 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3482 by Councilor Hall, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3482** adopted 7-0-0 and the meeting stood adjourned at 8:06 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

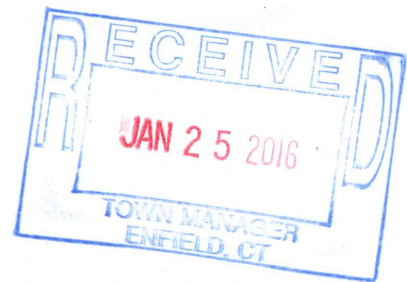
Phone:

January 19, 2016

Mr. Lee Erdmann
Acting Town Manager
Town of Enfield
Enfield Town Hall
820 Enfield Street
Enfield, Connecticut 06082

Dear Mr. Erdmann:

Subject: **Project Authorization Letter**
Freshwater Boulevard Pavement Rehabilitation
Town of Enfield
State Project No. L048-0001
Master Agreement No. 12.06-03(12)
CORE ID No. 13DOT0169AA



On February 6, 2013, the State of Connecticut Department of Transportation (DOT) and the Town of Enfield (Municipality) entered into the Master Municipal Agreement for Construction Projects (Master Agreement) noted above. This Project Authorization Letter (PAL) is issued pursuant to the Master Agreement. The capitalized terms used in this PAL are the same as those used in the Master Agreement.

The Municipality is responsible for the Administration of the Construction Project.

The Construction Project is to provide for the rehabilitation of Freshwater Boulevard from approximately 100 feet south of Freshwater Brook northerly to Elm Street (Route 220) for a distance of approximately 2,300 feet including pavement milling and overlay, full and partial depth pavement patching, replacement of catch basins tops and replacement of sidewalk ramps.

Funding for the Construction Project is provided under the Local Transportation Capital Improvement Program (LOTICIP). This project has a 100 percent (100%) State participation ratio up to the established participation cap and payment for municipal costs will be on a grant basis subsequent to receipt of bids by the Municipality. The maximum grant payment to the Municipality under this PAL is One Million Two Hundred Fifty-one Thousand Six Hundred Dollars and No Cents (\$1,251,600.00), based on the final estimate for the Construction Project provided by the Municipality. The actual grant payment to the Municipality will be based on the approved low bid. In addition, any payment for actual expenditures will be in accordance with the terms of the Master Agreement.

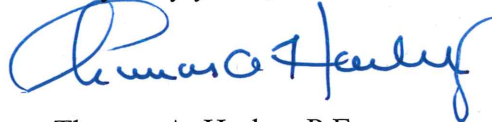
Municipal costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT. Enclosed is an estimated engineering cost break down for Construction Project activities. A Demand Deposit of Zero Dollars (\$0) is due to the DOT.

The issuance of the PAL itself is not an authorization for the Municipality to advertise the Construction Project for bids or begin performing work with respect to the Construction Project. The Municipality may advertise the Construction Project for bids only after the DOT has received the concurred PAL from the Municipality and the DOT has authorized the Municipality to advertise the Construction Project for bids. The Municipality may advance or begin work on the Construction Project only after it has received an Authorization to Award Notice from the DOT.

Please indicate your concurrence with the PAL by signing below on or before January 29, 2016 and returning a copy to the Project Manager listed below at the letterhead address. Submission of the Written Acknowledgement of the PAL by facsimile or electronic transmission is acceptable. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Construction Project.

If you have any questions, please contact the Project Manager, Mr. William Grant, at (860) 594-3229.

Very truly yours,



Thomas A. Harley, P.E.
Bureau Chief
Bureau of Engineering and Construction

Enclosure

Concurred By



Mr. Lee Erdmann
Acting Town Manager

Date 01.29.16

PAL ATTACHMENT
STATE PROJECT NO. L048-0001
ESTIMATED CONSTRUCTION COSTS

PARTICIPATING

(100% State – Local Transportation Capital Improvement Program)

A.	Contract Items.....	\$ 1,043,000
B.	Contingencies.....	\$ 104,300
C.	Incidentals to Construction.....	\$ 104,300
D.	Total Participating Construction Cost (A+B+C).....	\$ 1,251,600
E.	Maximum Grant Payment to Municipality (100% of [A+B+C]).....	\$ 1,251,600
F.	Demand Deposit Required from the Municipality.....	\$ 0



TOWN OF ENFIELD

January 21, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Town Attorney, \$3,500

Councilors:

Highlights:

The firm of Shipman & Goodwin was retained to review the Marine Shale Processors Superfund Site issues. We are now requesting a transfer of funds from our Health/Medical Insurance Account to our Legal Account to pay for services rendered associated with this issue.

Budget Impact:

No significant impact is anticipated.

Recommendation:

It is recommended that the transfer be approved.

Respectfully Submitted,

Christopher W. Bromson
Town Attorney

Attachments:

1. Resolution.

K: Office/Transfer of Funds/Council Approval/Resolution Cover Letters/02-01-16 Request for Trans. to Legal

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: 1300 Town Attorney

Legal	10130000-533200	\$3,500.00
--------------	------------------------	-------------------

FROM: 1300 Town Attorney

Health/Medical	10130000-521000	\$3,500.00
-----------------------	------------------------	-------------------

CERTIFICATION: I hereby certify that the above-stated funds are available as of January ,
2016


John Wilcox, Acting Director of Finance

APPROVED BY:  _____ **Town Manager**

Date: 01/29/16



TOWN OF ENFIELD

January 21, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Youth Services Suicide Prevention \$3,600

Councilors:

Highlights:

- Extra funds in Other Professional Services due to change in Rachel's Challenge Contract eliminating the Professional Services Day.
- This transfer will increase food and materials and supplies for expansion to the Pancake Breakfast and the Kindness Carnival.

Budget Impact:

The transfer amount is \$3,600. There are no additional costs associated with this transfer.

Recommendation:

That the Town Council approve the transfer for the Town of Enfield Suicide Prevention Steering Committee to support the expansion of the Kindness Carnival and the Pancake Breakfast.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Transfer

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Youth Services

Materials & Supplies	22040450 561900	\$1,800
Food & Food Related	22040450 563000	\$1,800

FROM: Youth Services		
Other Professional Services	22040450 533900	\$3,600

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 22, 2016


John Wilcox, Acting Director of Finance

APPROVED BY:  **Town Manager** **Date:** 01-29-16



TOWN OF ENFIELD

January 22, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Town Manager's Office \$14,650.

Councilors:

Background:

- In January 2015 the Town of Enfield was asked to participate in UCONN's Internship and Professional Practice Program, which was thought to be an excellent opportunity to gain additional professional capability.
- The former Assistant Town Manager was interested in utilizing the UCONN Masters in Public Administration program to administer special projects throughout the organization. When the organization Intent to Participate was agreed to, the intern was offered the position.

Some of the projects the Intern is working on are as follows:

- Citizen Satisfaction Survey Results
- CIP Criteria Evaluation Process
- Participation in OSHA Resolution Committee
- Accident Investigation Review with DPW
- Representative for Enfield at CRCOG Meetings
- Camp Dresser Improvement Review with Recreation Department
- Performance Measures with Paul Russell
- Participation in Union Negotiations and Loss Time Reports with Human Resources

Budget Impact:

There is no impact to the budget. Due to reduction in staff the health benefits line has remaining funds available.

Recommendation:

That the Town Council adopts the attached resolution

Respectfully Submitted,

Debra McCarthy
Executive Secretary

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

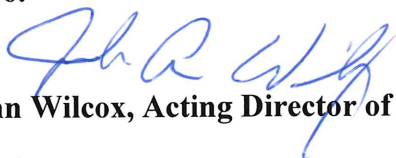
TO: Town Manager

Other Professional Services 10120000-533900 \$ 14,650

FROM: Town Manager

Medical 10120000-521000 \$ 14,650

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 22, 2016.


John Wilcox, Acting Director of Finance

APPROVED BY:  Town Manager

Date: 01.29.16



TOWN OF ENFIELD

January 21, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Youth Services \$13,000

Councilors:

Highlights:

- Extra funds remain in full time salary due to Youth Counselor vacancy for six months.
- This transfer will fund MSW clinical supervision for two MSW Graduate Interns and two Youth Service Social Workers
- This transfer will fund a QPR trainer to train new clinical staff to continue the QPR training to school staff and 9th grade students.
- This transfer will fund four students and two chaperones to attend the Congressional City Conference in March. The conference will allow the students to attend sessions and learning opportunities where they can strengthen the Youth Advisory Council, advocate for our city's concerns and improve leadership skills.
- This transfer will repair the pool tables in the Youth Center
- Donated funds of \$1,000 from Dunkin Donuts for food for the Youth Center will be utilized to for additional snacks and special meals.

Budget Impact:

The transfer amount is \$13,000. There are no additional costs associated with this transfer.

Recommendation:

That the Town Council approve the transfer for the extra cost of supervision due to the leaving of the Youth Counselor, provide supervision as required by law towards licensure, fund a Youth Advisory Council Government Leadership trip, repair two pool tables, and fund food for the Youth Center.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Transfer

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Youth Services

Other Professional Services	22040450 533900	\$5,000
Travel	22040450 558000	\$7,000
Food	22040450 563000	\$1,000

FROM: Youth Services

Salaries	22040450 511000	\$12,000
Misc. Contributions/Donations	22044450 417050	\$1,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 21, 2016



John Wilcox, Acting Director of Finance

APPROVED BY:  **Town Manager**

Date: 01/29/16



TOWN OF ENFIELD

January 22, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Amend Chapter 2, Administration; Article III, Board and Commissions; Division 4, Ethics Commission, Code of Ethics; Section 2-125(b) Notices and Investigations

Councilors:

Background:

- Amends Section 2-125(b) of the Ethics Ordinance to allow a simple majority of the commission to set a hearing date if after an investigation there is cause to believe that a provision of the ordinance has been violated.
- Members of the Ethics Commission have requested this amendment in order to facilitate the setting of a hearing date if it is found to be necessary after an investigation of a complaint.
- The amendment has been reviewed and approved by former Town Attorney Kevin Deneen. The minutes of the public hearing held December 7, 2015 are attached.

Budget Impact:

There are no additional costs to the Town of Enfield.

Recommendation:

It is recommended that the Town Council approve the attached resolutions.

Respectfully Submitted,

Suzanne F. Olechnicki
TownClerk

Attachments:

1. Resolution
2. Amended Ordinance
3. Minutes

ENFIELD TOWN COUNCIL
RESOLUTON NO. _____

**Resolution to Amend Chapter 2, Administration; Article III, Boards and Commissions;
Division 4, Ethics Commission, Code of Ethics; Section 2-125(b), Notices and Investigations**

WHEREAS, Chapter 2, Article III, Division 4 establishes the Ethics Commission and Code of Ethics; and

WHEREAS, the Town Council wishes to amend Section 2-125(b) in order to be less restrictive for the number of votes necessary to set a date for a hearing if it is found there is probable cause after the investigation of a complaint; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on December 7, 2015;

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to Section 2-125(b).

NOW THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the amendment to Section 2-125(b) of the Enfield Town Code from a vote of at least four (4) members to a vote of the commission.

Section 2-125. Procedure for receiving and hearing complaints

(b) Notices and investigations. Upon receiving a complaint of an alleged violation of the code of ethics, the commission shall, within ten business days (excluding weekends and holidays), notify in writing the person about whom said complaint has been filed, advising the concerned person of the specific nature of the complaint made and being investigated by the commission, and enclosing therewith a copy of the complaint. The commission shall make a probable cause investigation of the validity of the complaint including interviews or discussions with the complainant, town personnel or members of other public or private agencies. This probable cause investigation shall be held in compliance with G.S. § 7-148h. and § 1-82a. Not later than three business days after termination of the investigation, the commission shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making the finding. At any time after the receipt of a complaint, the commission may dismiss the complaint after finding there is no justification for such complaint; such notice of dismissal outlining its finding and summary of its reasons for making that finding, shall be given, in writing, to the complainant and the respondent. If the investigation finds that there is probable cause to believe that a provision of this article has been violated, the commission shall set a date for a hearing held in accordance with rules of procedure adopted by the commission

**ENFIELD TOWN COUNCIL
MINUTES OF A PUBLIC HEARING
MONDAY, DECEMBER 7, 2015**

A Public Hearing was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 7, 2015 at 6:50 p.m.

ROLL-CALL – Present were Councilmen Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin Lee, Sarno, Stokes and Szewczak. Also present were Acting Town Manager, Lee Erdmann; Assistant Town Manager, Courtney Hendrickson; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen

Chairman Kaupin read the notice of Public Hearing, which was published in the Hartford Courant on Friday, November 27, 2015 as follows:

**TOWN OF ENFIELD
LEGAL NOTICE - PUBLIC HEARING
MONDAY, DECEMBER 7, 2015**

“The Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, December 7, 2015 at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the proposed **AMENDMENT TO THE ENFIELD TOWN CODE, CHAPTER 2, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 4, ETHICS COMMISSION, CODE OF ETHICS, SECTION 2-125(b) NOTICES AND INVESTIGATION**. Copies of the proposed amendment are on file in the office of the Town Clerk, 820 Enfield Street, Enfield, CT

Chairman Kaupin announced the ground rules for the Public Hearing.

Chairman Kaupin read a statement from Roy Nash, Chairman of the Ethics Commission. (Copy Appended)

Chairman Kaupin requested the Town Attorney comment on this.

Attorney Deneen stated there was a general re-working of the entire Ethics Ordinance that passed several months ago. He noted one part the Commission did not focus on related to one provision that required four affirmative votes just to set a date for a hearing. He stated the Commission is seeking to change that from a specific four to a majority vote of the Commission.

As there were no comments from the public, Chairman Kaupin closed the Public Hearing at 6:57 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of December 7, 2015
Public Hearing
See Page 1

On Fri, Dec 4, 2015 at 12:13 PM, lenash wrote:

Dear Scott:

I now have a conflicting family matter the evening of 12/7. I will not be able to attend the 6:50 speak out as planned. By cc I'm also informing Atty.Deneen who worked with us and understands the purpose of our change request - one that is simply administrative and not substantive. To be blunt, the Ethics Commission has never had 5 members meet let alone have two alternatives available. We recently failed to establish a quorum and have also lost a member making us four once again and four sitting members has been our best two year turnout. This Commissioner shortage coupled with the current ordinance requirement of 4 votes to simply set a hearing date creates a potential technicality that could stall or block the Commissions ability to move forward on a Complaint. That in turn defeats the purpose of the Commission. We seek a simple majority vote change. I honestly don't expect any public out pouring and the hearing is only for this specific change and not an examination or question session for the Commission generally. If that becomes an issue, I would be happy to address general inquires at another time. But for this singular item I'm hopeful this note and Kevin's explanatory email pasted below, along with his presence Monday, will cover the reasoning behind our request sufficiently in the event of an on point question.

Regards and my regrets,

Roy Nash
Ethics Commission Chair



TOWN OF ENFIELD

January 19, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Regulatory Compliance Officer Job Description.

Councilors:

Background:

- In the current budget, the Town Council allocated funds to hire a part-time Regulatory Compliance Officer. This person will be responsible for coordinating and managing the Town of Enfield's Fats, Oil, and Grease (FOG) program with Food Preparation Establishments (FPEs) to reduce fats, oils and grease from entering the sanitary sewer system.

Budget Impact:

- There is no impact to the budget for the Regulatory Compliance Officer position because the Town Council already anticipated for this position in the current budget. The amount allocated in the current budget for this position is \$19,500 per year. This position will be advertised at \$18/hr. and is expected to work about 20 hours a week. This employee will not receive any health insurance or pension benefits.

Recommendation:

- That the Town Council adopts the Regulatory Compliance Officer Job Description.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Steve Bielenda", is written over a horizontal line.

Steve Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Regulatory Compliance Officer Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Regulatory Compliance Officer Job Description.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Regulatory Compliance Officer**

Date Submitted: 1-19-16

Submitted by: Steve Bielenda, Human Resources Director

TOWN OF ENFIELD

TITLE: Regulatory Compliance Officer (Fats, Oils, Grease FOG)

DEPARTMENT/DIVISION: Public Works/Water Pollution Control DATE: PENDING

Part-time Position - No Benefits

GENERAL STATEMENT OF DUTIES: Responsible for coordinating and managing the Town of Enfield's FOG program with Food Preparation Establishments (FPEs) to reduce fats, oils and grease from entering the sanitary sewer system. Acts as the authorized agent of the Enfield Water Pollution Control Authority as defined in the Connecticut Department of Energy and Environmental Protection Agency General Permit.

SUPERVISION RECEIVED: Works under the immediate supervision of the Superintendent or his/her designee. May receive verbal or written instructions and ensures assigned tasks are carried out.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS:

- Assists Food Preparation Establishments (FPEs) with the installation and implementation of a grease trap in accordance with the State of Connecticut General Permit and the Town of Enfield's WPCA Ordinance or Regulations;
- Assist all new and current FPEs with creating a FOG program utilizing best management practices;
- Assist FPE's with registration process;
- Provide permit applications and maintain files of all FPEs in Enfield connected to the Enfield Sewerage System including, but not limited to, inspections reports, violation notices and other compliance related documentation;
- Completes quarterly on-site inspections of all Automatic Recovery units (AGRU), Outside Grease Interceptors, or other devices associated with a FOG program and ensures units are in proper working condition;
- Perform sampling and analysis of FOG discharge products as needed;
- Ensures that all FPEs are adhering to the general permit by completing Maintenance Logs and having all Renderer's Paperwork readily available at all inspections;
- Issues notice of violations for noncompliance with FSE permits and takes necessary actions specified in the Town of Enfield ordinance at the direction of management;
- Works cooperatively with Town agencies and the local health district concerning enforcement of FOG regulations;
- Regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs other duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and field environment. Outdoor work is required in the inspection of various FOG units. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to climb, balance, walk, stand, stoop[or kneel, reach with hands and arms, use hands and finger, handle, feel or operate objects, tools or controls, talk and hear. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals, raw and treated sewage. The noise level in the work environment is usually moderately loud. Must comply with all safety standards and regulations of the Department of Public Works, including use of personal protective equipment.

It is the policy of the Town of Enfield to provide a safe and healthy workplace for all employees. The Town of Enfield is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Enfield safety policies.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Ability to understand and interpret DEEP laws, codes, and regulations in relation to FOG; ability to prepare written reports involving the presentations of facts and data; ability to deal with public in a courteous manner; ability to work independently; ability to communicate effectively both orally and in writing; ability to maintain effective relationships with other divisions, departments employees and outside agencies; ability to establish and maintain harmonious working relationships with commercial customers; must support team concept; must be able to work flexible hours between 7:00 am and 3:00 pm as required; computer proficient; must possess a valid driver's license.

PERSONAL ATTRIBUTES: Flexible attitude; self-starter, precise with testing & record keeping; good work habits, punctual.

EXPERIENCE AND TRAINING: Graduation from an accredited college with at least an associate's degree, preferably in chemistry, biology, wastewater technology or a similarly related field with at least 4 years' experience at a water pollution control facility or equivalent combination.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.



TOWN OF ENFIELD

January 19, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Desktop Engineer Job Description.

Councilors:

Highlights:

- The IT Department proposes the new job description of Desktop Engineer
- This new job description identifies the necessary skill sets and experience needed to ensure that IT hires the most qualified employee
- Replaces two positions, Lead Technician and Network Administrator resulting in one less full time employee (FTE)
- This is a full time non-union position
- The anticipated salary for this position is \$69,450/year.

Budget Impact:

This position will result in a reduction of \$55,000 dollars annualized to the Town's budget.

Recommendation:

It is recommended that the Town Council adopts the attached resolution.

Respectfully Submitted,

Steve Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Desktop Engineer Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Desktop Engineer Job Description.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Desktop Engineer**

Date Submitted: 1-19-16

Submitted by: Steve Bielenda, Human Resources Director

TOWN OF ENFIELD

TITLE: Desktop Engineer

DEPARTMENT: Information Technology

DATE: PENDING

GENERAL STATEMENT OF DUTIES: The Desktop Engineer is part of the IT Support Services team and will be responsible for defining, developing, and implementing client device solutions for the Town of Enfield which includes all Municipal, Public Schools, and Public Safety Information Technology clients. Responsible for understanding, capturing and documenting the client device requirements of the various client populations; researching, evaluating, testing and developing business cases for appropriate client device solutions, configurations. Will determine, document, deploy and maintain client device standards, deployment and management policies, methodologies, procedures and tools. Provides 2nd and 3rd level support to the Support Services team and directly to the clients as needed. Responsible for timely resolution of assigned incident and change tickets within established Service Level Agreements (SLA).

SUPERVISION RECEIVED: Works under the direct supervision of the Chief Technology Officer.

SUPERVISION EXERCISED: Indirectly supervises and advises 3-5 Technicians and Service Desk staff.

ESSENTIAL JOB FUNCTIONS:

- Responsible for installation and support of client device hardware and software for the town purchased technologies including but not limited to workstations, desktops, laptops, tablets and any other mobile/cellular device as needed;
- Design, test, deploy, and support client device images consisting of the operating system, all supported applications, and peripherals;
- Work in collaboration with all IT teams and the customers to establish the requirements for building, deploying and maintaining effective, reliable and secure client device solutions;
- Identify and recommend system/network/application enhancements and improvements that are necessary to maintain reliable computing services;
- Investigate hardware and software problems that may occur and initiate appropriate corrective action;
- Communicates effects of any pending or active hardware and software corrective actions, enhancements and modifications to all customers and IT staff;
- Prepare and maintain written procedures applicable to the administration, troubleshooting and support of client device environment;
- Identify and organize day-to-day operation and maintenance tasks to ensure a secure and reliable computing environment;
- Ensure desktop security, including data integrity, file encryption and related hardware/software is in compliance with Town's policies;
- Document and manage the change management procedures for all client devices or technical changes that are performed by the team;
- Project manage initiatives related to developing client device solutions;
- Assist in maintaining an up-to-date multi-year Technology and Services Roadmap/Strategy for in-scope solutions and services;
- Provide backup support in absence of Network Manager; performs any tasks requested or assigned by the Chief Technology Officer or his/her designee;
- Regular and Punctual Attendance.

OTHER JOB FUNCTIONS: Performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is occasionally required to walk, Hand-eye coordination is necessary for operation of computer and various other office equipment.

Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job includes close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 or more minutes at a time, remember multiple assignments given over long periods of time and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Must possess following: excellent knowledge of supporting client devices for access to information systems in a diverse network setting including multiple images, device configurations for multiple vendors and operating systems; understand and support mixed environment of stationary and mobile, managed and unmanaged client devices for Windows and Mac OS based applications; Able to identify similarities of equipment/application needs to establish common images that best support client device environment; Able to adjust priorities as needed to accomplish projects, special requests, and needs to support the entire organization; flexibility and willingness to learn new technologies and techniques required to support changing client devices; excellent troubleshooting and problem resolution skills; excellent written and verbal communication skills; ability to maintain effective relationships with all customers; support team concept; ability to work flexible hours as required; possess valid Connecticut drivers' license.

EXPERIENCE AND TRAINING: Undergraduate degree in business administration, computer science, software engineering, or related field, or equivalent work experience; minimum of 3 years of experience in desktop support roles in a Windows/MAC environment, working with Active Directory, enterprise software deployment applications such as Microsoft SCCM(System Center Configuration Manager), software packaging applications, and remote access/control applications; Hands-on experience working with ticketing system; 3 years of experience working with MSI installations, first time installs and upgrades from scratch, repackaging of commercial and internal software affecting the enterprise, experienced working hands on with login scripts and group policies (GPO); 1 - 3 years of experience working as a technical lead in an enterprise environment with a focus on desktop infrastructure, desktop engineering, or desktop virtualization

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position.